

Administrative Assistant VI  
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=233217>

Downloaded On: May. 9, 2024 1:33pm

Posted Mar. 20, 2024, set to expire Jul. 4, 2024

**Job Title** Administrative Assistant VI  
**Department** Budget & Operations  
**Institution** Worcester Polytechnic Institute  
Worcester, Massachusetts

**Date Posted** Mar. 20, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Administrative Support/Services

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**Job Description**

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**JOB TITLE**

Administrative Assistant VI

**LOCATION**

Worcester

**DEPARTMENT NAME**

Budget & Operations

**DIVISION NAME**

Worcester Polytechnic Institute - WPI

**JOB DESCRIPTION SUMMARY**

## Administrative Assistant VI Worcester Polytechnic Institute

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Provide administrative support for the Executive Vice President and finance/operations division, including management of Outlook calendars, travel arrangements, scheduling meetings, and day-to-day finance office operations and project support, as well as assisting with tasks in the finance division as needed.

WPI is passionate about creating an inclusive workplace that promotes and values diversity. We are looking for candidates who can support our commitment to equity, diversity and inclusion.

### **JOB DESCRIPTION**

#### **Responsibilities:**

Coordinate internal and external events for Executive Vice President, department executives, and other community members and external contacts including:

- Space arrangement
- Catering
- Materials and presentations preparation
- Scheduling
- Technology testing and coordination
- Travel arrangements

Oversees the office by:

- Order office supplies for kitchen and general department use
- Order letterhead, business cards, envelopes
- Create and follow-up on maintenance work orders
- Coordinate and assist service calls

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- Manage department office access through Campus Police and Card Access on campus
- Manage department email, Microsoft teams group with updated materials and procedures internally
- Manage document retention system
- File and retrieve correspondence, documents, records, and reports
- Open and distribute daily mail
- Coordinate and assist setting up work space/hotel space including phone, computer, etc.
- Monitor and update the website
- Manage the Affinity Group membership, SharePoint drive, calendar invites and agendas, and information sharing
- Manage and create parking passes for guests on campus
- Assist in any technology issues
- Obtain signatures from CFO on documents
- Complete any credit applications sent to the Finance and Operations office
- Notarize any documents on campus

Oversee Finance office monthly payments by:

- Create and posting invoices in Workday, including lease, tax, etc.
- Manage monthly lease payment and creating a purchase order agreement leases over \$10,000 for each fiscal year
- Submit expense reports for supplies, travel, etc.
- Create Cash Sales

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Assist the following areas when short-staffed:

- Procurement
- Set up Pcards for new staff and faculty weekly
- Monitor the [pcardadmin@wpi.edu](mailto:pcardadmin@wpi.edu) email and help with any questions re garding credit limit, fraud, missing pcard
- Complete vehicle registration renewals
- Payroll
- Complete verifications of employment documents for past and current faculty, staff and students at WPI
- Managed the Dovetail queue
- Direct emails and questions related to payroll
- Assist students on how to setup direct deposit
- Accounts Payable
- Assist students with expense reports and related questions

**Requirements:**

- Bachelor's Degree with commensurate general office experience, 2-4 years' experience in a support role.
- Proficient in MS Office; intermediate to advanced Word, Excel and PowerPoint skills required.
- Ability to communicate effectively with internal and external WPI community in a courteous and helpful manner.
- Ability to work independently, communicate effectively, use good judgment and reliably manage multiple projects.
- Notary Public desirable.

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Hourly pay rate: \$21.63- \$23.08. WPI's [benefits package](#) includes a robust retirement match, wellness perks, tuition assistance and more!

### **FLSA STATUS**

United States of America (Non-Exempt)

**WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.**

**To apply, visit:** [https://wpi.wd5.myworkdayjobs.com/en-US/WPI\\_External\\_Career\\_Site/job/Worcester/Administrative-Assistant-VI\\_R0002722-1](https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Administrative-Assistant-VI_R0002722-1)

### **About WPI**

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

### **Diversity & Inclusion at WPI**

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

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